

Housekeeping Attendant

Season: April 2022 – November 2022 (Full Time or Part Time)

Property Overview:

Pine Bungalows is a unique property of 57 individual cabins & 16 hotel rooms, located on the banks of the Athabasca River in Jasper National Park. Pine Bungalows is located just minutes from downtown Jasper.

Summary of Responsibilities:

Reporting to the Housekeeping Manager, responsibilities and essential job functions include, **but are not limited to**, the following:

- Consistently offer professional and friendly service
- Acknowledge all guests
- Respond to (or ask Front Desk to) any guest enquiries
- If asked, provide guests with information on hotel facilities, services and Jasper
- Follow departments policies and procedures
- Follow all safety policies
- Refresh guest amenities and rooms as well as public spaces
- Making beds, dusting, vacuuming & mopping floors
- Washing walls and windows
- Delivering and processing of linen
- Emptying and disposing of garbage's
- Processing of recycling
- Ensure entire property is free of litter
- Assisting laundry as required and needed
- Delivery of items as requested
- Report maintenance and guest issues via radio and or supervisor
- Ensure lost & found items are returned to the supervisor or manager
- Work with minimal supervision
- Clerical duties as required
- Ensure all Covid-19 safety protocols are followed and executed

Qualifications:

- Proficiency in English (verbal and written), second language an asset
- Proficient at printing and writing in English
- Previous customer related housekeeping experience preferred
- Must possess a professional presentation
- Strong interpersonal and problem-solving abilities
- Highly responsible & reliable
- Ability to work well under pressure in a fast-paced environment
- Ability to work cohesively with fellow colleagues as part of a team
- Ability to focus attention on guest needs, remaining calm and courteous at all times

Shifts:

- Full or Part Time
- Shift work – Day, Evening, Weekend
- Two consistent regular days off are almost always provided

Wage:

- \$17+/hr based on experience
- Performance and Pay review at 3 months
- Cash Bonus Programs available
- Industry discounts available

Staff Accommodation:

- Staff Accommodation is available on-site

Physical Aspects of the Position (include but are not limited to):

- Frequent standing and walking through shift.
- Frequent kneeling, pushing, pulling, lifting.
- Must be able to carry and lift loads of up to 50lbs on a regular basis.
- Occasional ascending or descending ladders, stairs and ramps

Visa Requirements:

- Must be legally eligible to work in Canada. We are unable to assist candidates in obtaining Canadian work authorization.

Pine Bungalows is an Equal Opportunity Employer, and we value diversity within our workplace.